State of Tennessee Dept. of General Services Records Management Division

Presents:

## 13th Annual Records Management Seminar

# Preserving the Past Protecting the Present Preparing for the Future

Date: November 3, 2005

Time: 8:00 am to 3:30 pm

Place: BellSouth Tower

333 Commerce Street Nashville, TN 37201

#### Who Should Attend?

All records officers, clerical staff, records coordinators, information systems staff, and program managers who are interested in records management and records keeping.

#### Why should you attend?

- You will have an opportunity to meet with other state records keepers along with meeting the Records Mgmt. staff.
- To listen to speakers on current records management procedures & documentation
- To learn how current records keeping procedures affect today's and tomorrow's business
- Learn how to effectively use present office procedures to meet record keeping guidelines and standards

### To Register

E-mail the following information to:

Claude.Cartwright@state.tn.us

Name Agency Address Phone Number E-mail Address

Attendees with disabilities will be accommodated. Please specify any special need when registering.

Registration Deadline: October 15, 2005 Cost: No Charge

#### Agenda:

	8:00 – 8:30 am	Regis	stration and Continental Breakfast
	8:30 – 8:45 am		duction - Donna Bridges, Director Records Management ome - Gwendolyn Simms-Davis Commissioner Department of General Services
	8:45 – 9:45 am	Troop	per James Grant – "Identity Theft"
	9:45 – 10:00 am	Brea	k
	10:00 – 11:00 am	"Com	pliant Information Lifecycle Management David Warner EMC Software Specialist
	11:00 – 11:15 am		Tribute to Chester Hughes
	11:15 – 11:30 am		Records Officer of the Year Award Riley Darnell, Secretary of State Chairman, Public Records Commission
	11:30 am - 12:45pm		Lunch (Participants on their own)
	12:45 – 1:00 pm		Presentation of Door Prizes
	1:00 – 2:15 pm		The Georgia Crematory Case Dwayne Wilson – Coroner State of Georgia
	2:15 – 2:30 pm		Break
	2:30 – 3:15 pm		Continuity of Operation Plan Cecil Whaley, Director Planning and Exercise – TEMA
	3:15 – 3:30 pm		Closing Remarks Jeanne D. Sugg State Librarian/Archivist
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Visit the Records Management Division Website at -

http://www.state.tn.us/generalserv